

# Resume

## **Vivek Choubey**

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### **CAREER OBJECTIVE**

To work in a dynamic environment that provides me a wide spectrum of experience, exposure and help me to shape my profile as a sound Professional, to contribute my knowledge and learning towards the overall growth of the organization/company.

### **WORKING EXPERIENCE**

**Current Employer** : **Maa Kripa Multi Metals & Minerals Pvt. Ltd**  
**Working Period** : **06 April 2016 to till date**  
**Designation** : **Manager Sales & Supply Chain**

**Company Client – ACC Cement Ltd. ,Reliance Cement Ltd., Maihar Cement Ltd., Heidelberg Cement India Ltd.**

### **COMPANY PROFILE:-**

Company was doing various businesses of multi minerals required by industries, having mines in all Over the India.

- Laterite ore for cement industries.
- Lime Stone for putty Plant.
- Iron ore for steel Plant.

### **Roles & Responsibilities:**

- Responsible in preparing daily work plan for **Production, Sales** for smooth functioning.
- Company was performing B2B sales plan.
- Meeting with client related cement Industries.
- Ensuring material sizing, screening, material and quality assurance.
- Leading, mentoring & monitoring the performance of the members to ensure efficiency in process operations and meeting of individual.
- Deployment of Man Power for plant as per requirement to meet the target as per business plan.
- In order to develop the business kept relation to the concerned industries.
- Build & retained long term relationship with client.
- Ensuring timely delivery of the product by proper coordination between various departments.

- Resolved the further requirement of plant.
- Fund management as desired for work and timely processing the bill for payment.
- Obtaining follow-up from the parties for ensuring the payment from time to time.

**Previous Employer of :**           **S. V Industries**

**Working Period :**               **10 April 2014 to 31th March 2016**

**Designation :**                   **Manager (Sales and Supply chain)**

**Company Profile:-** S.V Industries one of the leading manufacturing in plastic industries .  
They produce plastic product.

**Roles and Responsibility:**

- **Build & retained long term relationship with client.**
- **Company was focused on B2B & B2C sales.**
- Meeting with client related Plastic making Industries.
- **Arranging raw material on demand.**
- Ensuring all partners in the supply chain are working effectively and efficiently to ensure smooth operations.
- Responsible for the planning and controlling over all activities of the company.
- On behalf of management negotiated rates with the carrier agencies to improve frequency and productivity and brought values to company.
- Managed and controlled the product's inputs & outputs.
- Mentor & guide the resources in team to scale them up with the complete process.

**Previous Employer :**               **Shri Giriraj Associate**

**Working Period :**               **10 March 2012 to 28 February 2014**

**Designation :**                   **Manager (Business Development)**

**Company Client – JMC Ltd., Gammon India Ltd. , L&T Ltd, Hindalco Industries Ltd.**

Company Profile- Company has set-up of 200 TPH plant crush the material and supply of material to J.P thermal Power Plant (1250 megawatt) & D.B Power Plant (2450 megawatt) Unit.

**Roles & Responsibilities:**

- Plan and implement the overall supply chain strategy
- Collaborate with Sales, Operations, and Customer Service teams
- Suggest solutions for process improvement
- Build and maintain good relationships with vendors
- Arranging sales for production.

- Worked as per works order's terms and conditions.
- Negotiation and finalization of material rates.
- Business growth report monthly wise and publishing the same to H.O.
- Monitoring of stocks and ensuring availability of required material on time to avoid any delay.
- Fund management as desired for work and timely processing the bill.
- Obtaining follow-up from the parties for ensuring the payment from time to time.
- Meeting With client to finalize the Product deal
- Ensuring timely delivery of the product by proper coordination between various departments
- Maintaining weekly Report of Sales

**Previous Employer** : **Samdariya Builders Pvt. Ltd**

**Working Period** : **10 October 2009 to 31 Jan 2011 (1 YEAR 3 MONTH)**

**Designation** : **Site In-charge & Sales Work**

**Roles & Responsibilities:**

- Looked after the work of sale of flats, duplex, plots and commercial market as a responsible staff for the same.
- Co-ordination with the customers for sales of the flats, plots, duplex and shops.
- Outcome of day to day work apprised to the HOD after obtaining the same from Engg. Supervisor contractor.

**Skills:**

- Project management ,Supply chain, Sales B2B B2C, monitoring, Negotiation, Team handling, Customer relation, Commercial Acumen, Manpower Management, Store end to end transition management.

**COMPUTER PROFICIENCY**

| <b>Skill Name</b> | <b>Last Used</b> | <b>Experience</b> |
|-------------------|------------------|-------------------|
| <b>MS OFFICE</b>  | Working          | More than 8 Years |

**EDUCATIONAL QUALIFICATION**

| <b><u>Course</u></b>              | <b><u>Institution</u></b>                 | <b><u>Examination</u></b> |
|-----------------------------------|---|---------------------------|
| Master business of administration | C. V Raman University Bilaspur            | Marketing & finance       |
| Graduation                        | Rani Durgawati Vishwa Vidhyalya, Jabalpur | B.Com                     |
| Higher Secondary                  | M.P. Board of Education, Jabalpur         | H.S.C.                    |
| Secondary                         | M.P. Board of Education, Jabalpur         | S.S.C.                    |

**PERSONAL INFORMATION:-**

Father's Name : Late Uma Nath Choubey  
Mother's Name : Smt. Suman Choubey  
Date of Birth : 08-June-1990  
Marital Status : Single  
Hobbies : Playing Games, Listening Music, Learning new things day  
by day.

**DECLARATION: -**

To the best of my knowledge the above mentioned details are correct & if required can be certified.

**(Vivek Choubey)**